

February 18

INVENTORY CONTROL

Accounting control of inventories to improve turnover and reduce obsolescence. Factory production schedules related to sales demands.

LECTURER: A. A. Mackey,
Management Advisory Services,
Price, Waterhouse & Co.

February 25

CONTROLLING LABOUR DISTRIBUTION

Methods of controlling labour costs by establishing efficiency standards.

LECTURER: O. M. Mackey,
Manager,
Data Processing Apparatus Division,
Canadian General Electric Co.,
Peterborough, Ontario.

March 3

UNUSUAL APPLICATIONS

Part 1—The method of issuing and controlling traffic summonses by the Metropolitan Toronto Police.

LECTURER: E. L. Vollum,
Manager, Machine Accounting,
City Hall, Toronto.

Part 2—Salesmen record customers' orders on "mark sense" punched cards for automatic processing of shipping papers.

LECTURER: R. F. Craig,
Supervisor Data Processing,
Procter & Gamble Co. of Canada Ltd.

March 10

A COMBINED APPLICATION

The integration of a number of machine applications through one machine accounting system.

LECTURER: T. C. Scrymgeour,
Manager of Operations,
White Hardware Ltd.

March 17

QUESTIONS AND REVIEW

A review of the principles discussed in the lectures where answers to questions arising from the lectures are discussed. Students are encouraged to submit questions to the Chairman throughout the Course.

LECTURER: D. T. Barber,
Management Consultant.



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UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Winter Term 1960

Introductory Course in

MACHINE ACCOUNTING with Punched Cards

sponsored by

TORONTO CHAPTER
NATIONAL MACHINE ACCOUNTANTS
ASSOCIATION

**Introductory Course in
MACHINE ACCOUNTING
with Punched Cards**

Thursdays

10 LECTURES

Offered in co-operation with the Toronto Chapter, National Machine Accountants Association, this course is intended as an introduction to High Speed Data Processing through an understanding of the principles and uses of punched cards and punched paper tapes.

This course is primarily prepared for Office Managers and others concerned with the ways in which punched card procedures may be used in office work.

The course is offered in the hope that a better understanding of the ways in which punched card accounting can contribute to efficiency will attract capable office workers to an ever expanding and challenging field of endeavour.

Early registration is advisable since enrolment in this course will be restricted.

COURSE DIRECTOR—Electronic Computer Courses

Dr. C. C. Gotlieb,
Chief Computer, Computation Centre,
University of Toronto.

COURSE DIRECTOR—Machine Accounting

Mr. D. A. Lewin,
Education Chairman,
National Machine Accountants Association.

TIME: Thursdays, 7.30 p.m. beginning January 14,
and the term will end March 17.

PLACE: Room 254, Mechanical Building.

FEE: \$20.00.

Registration:

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Application forms may be obtained by writing The Director, University Extension, 65 St. George Street, or by telephoning WALnut 3-6811, locals 301, 304, 307.

PROGRAMME

January 14

AN INTRODUCTION TO PUNCHED CARDS

Explanation of machines and their function.

LECTURER: D. B. Watson, M.B.E., B.Com.,
Director,
Woods Cordon & Co.

January 21

INTEGRATED DATA PROCESSING

An explanation and discussion of office machines that use punched paper tapes and their relations to punched cards.

LECTURER: H. S. Brown,
Supervisor,
Integrated Data Processing Research,
R. L. Crain Limited.

January 28

A PRACTICAL APPLICATION

A modern machine accounting department in operation demonstrating the function of each machine.

N.B. This lecture will take place at the Head Office of The Manufacturers Life Insurance Company, 200 Bloor Street East. Students should assemble at 7.30 p.m. in the Main Floor Lounge, enter by West door on St. Paul's Square.

LECTURER: H. J. Stowe,
Comptroller,
Manufacturers Life Insurance Company.

February 4

A BASIC APPLICATION

Describing the machine steps and procedures in the preparation of a payroll using punched cards.

LECTURER: J. W. Flowers,
Specialist, Automated Systems,
Moore Business Forms.

February 11

ACCOUNTS RECEIVABLE

The punched card methods of preparing accounts receivable statements and analysis of past due accounts—open item and balance forward.

LECTURER: J. D. MacLean,
Management Consultant,
Peat, Marwick, Mitchell & Co.